



# Landscape Maintenance Specialist III

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 505  
Supervisory: Lead  
Reports to: Landscape Supervisor

### Summary

Under general guidance and direction of the Landscape Supervisor, performs semi-skilled to skilled work in maintaining public landscapes and grounds of Utah County Government facilities and properties. Level III specialists have considerable knowledge of County landscapes and grounds and associated maintenance requirements. Incumbents in this classification are capable of training and leading others in all aspects of landscape maintenance.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain public grounds; mow and edge lawns, control weeds, rake leaves, and monitor watering; remove trash, clippings, trimmings, and leaves from County grounds; ensure parking lots and sidewalks are free from obstruction.
2. Monitor flower, tree, and shrub health; diagnose and treat insect, disease, and abiotic problems; apply insecticides, herbicides, and fertilizers; apply restricted use-pesticides, as needed; report problems to supervisor.
3. Assist with designing flower beds; order and grow flowers in the greenhouse for County grounds.
4. Prepare flower and shrub beds; employ techniques such as proper fertilization to improve soil tilth; ensure proper fertilizer is applied.
5. Plant and prune flowers, trees, and shrubs; employ proper methods and materials to improve health and vigor.
6. Install sprinkler systems, including valves, pipes, and other parts.
7. Troubleshoot and maintain existing systems, including sprinkler clocks; perform water audits on sprinkler zones and adjust to ensure appropriate distribution uniformity for head type; make simple repairs to pop up and impact heads.
8. Operate light and heavy duty equipment, including tractors, loaders, skid steers, ten (10) wheeler dump trucks, plow trucks, power brooms, backhoes, mini excavators, bucket trucks, trenchers, snow throwers, riding lawn mowers, forklifts, lawn edgers, pruning saws, and chain saws.

### For Office Use Only

Job Code: 8800

Job Title: Landscape Maintenance Specialist III

FLSA: Non-Exempt

Effective Date: 1/6/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

9. Assist with equipment maintenance, including greasing and lubricating; perform minor repairs; monitor and report overall equipment performance.
10. Drive or transport light and heavy-duty equipment by trailer to various job sites.
11. Serve as lead worker; monitor assigned workers, volunteers, and inmates.
12. Ensure necessary tools and equipment are available and used safely according to department policy.
13. Assist with designing landscape areas and sprinkler systems.
14. Train and instruct others in tree care and pruning, landscape design, maintenance, irrigation, and other functions, as needed.
15. Assist other divisions with joint projects, as assigned.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of County landscapes and grounds and associated maintenance requirements
- Knowledge of landscape design, planting, maintenance operations, and associated tools and equipment
- Knowledge of mower maintenance, including blade sharpening
- Knowledge of general types of vegetation
- Knowledge of herbicides, insecticides, fertilizers, and natural methods used to control problems and improve plant health
- Knowledge of proper pruning time for flowering shrubs
- Considerable knowledge of annual or perennial landscape flowers
- Knowledge of sprinkler system design and parts, including installation and repair
- Knowledge of proper sprinkler system winterization
- Skilled in tree care and pruning
- Skilled in proper pruning cuts using the three-point method
- Skilled in safely operating various hand tools and light and heavy-duty County equipment, including but not limited to bucket truck, plow truck, power broom, and snow thrower
- Skilled in advanced diagnosing and treating insect and disease problems in plants, lawns, soils, trees, and shrubs
- Skilled in performing water audits
- Skilled in troubleshooting sprinkler systems
- Skilled in reading, writing, and basic math
- Ability to accurately identify trees and shrubs
- Ability to properly use and sharpen pruners, loppers, saws, and chain saws
- Ability to properly attach and transport trailers with County trucks
- Ability to properly use various County equipment, including skid steer, loader, or mini excavator, bucket truck, and pruning saw
- Ability to understand and follow instructions

### **For Office Use Only**

Job Code: 8800

Job Title: Landscape Maintenance Specialist III

FLSA: Non-Exempt

Effective Date: 1/6/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to train and lead others in specialized work processes and day-to-day landscape maintenance activities

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a lead and trainer to some and as a coach and mentor for other positions in the department.

### **Work Environment**

This job is regularly performed for sustained periods outdoors in hot, cold, or inclement weather. Incumbent may be exposed to fumes, noxious odors, dusts, mists, hazardous chemicals, and animal fecal matter. This position requires the use of protective devices such as masks, goggles, and gloves. The noise level in the work environment is usually moderate to loud. Work may expose incumbent to possible bodily injury from moving mechanical parts of equipment, tools, and machinery. Work may occasionally expose the incumbent to stressful situations including contact with others in uncomfortable, confrontational, or emotionally charged circumstances. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies and equipment up to eighty (80) pounds. The employee frequently drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the county and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

#### **For Office Use Only**

Job Code: 8800

Job Title: Landscape Maintenance Specialist III

FLSA: Non-Exempt

Effective Date: 1/6/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**Required Education and Experience**

1. High school diploma or equivalent.
2. Six (6) years of work experience maintaining grounds and sprinkler systems, including two (2) years of proficient work experience as a Landscape Maintenance Specialist II or an equivalent job title.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants with documented coursework or training in plant care.

**Additional Eligibility Qualifications**

1. Applicants must possess a current driver's license and obtain a valid State of Utah Driver's License within sixty (60) days of employment.
2. Applicants must possess and maintain the following credentials:
  - a. Certification as a Forklift Operator
  - b. Certification as a Non-commercial Pesticide Applicator with the State of Utah
  - c. Certification as a Qualified Water Efficient Landscaper (QWEL)
  - d. State of Utah Class B Commercial Driver's License
  - e. Completion of the Master Gardener course through Utah State University
3. Selected applicants must obtain the following certifications during the probationary or trial period for new hires or during the trial period for county employees promoted to this classification through a competitive recruitment process. County employees must possess said certifications and licensure upon reassignment, transfer, or career ladder advancement.
  - a. Irrigation Technician with the Irrigation Association
  - b. Arborist with the International Society of Arboriculture
4. Selected applicants must complete volunteer hours required for Utah State University's Master Gardener program.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

**For Office Use Only**

Job Code: 8800

Job Title: Landscape Maintenance Specialist III

FLSA: Non-Exempt

Effective Date: 1/6/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Job Code: 8800

Job Title: Landscape Maintenance Specialist III

FLSA: Non-Exempt

Effective Date: 1/6/2021

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor